Course syllabus production checklist (Items to consider)

Course Details

☐ Course name, number, & term
☐ When and where class meets
☐ Instructor’s name, office location, email address, office hours
☐ Lab or discussion sections, time and place
☐ Teaching Assistant’s name, office location, email address, office hours

Course Overview

☐ Course Description
☐ Teaching approaches/Activities
☐ Learning goals
☐ How does course within program of study?
☐ How do course goals support program goals and general education goals?

Course Requirements

☐ Course prerequisites
☐ Textbooks, including ISBN number (required, as per the Higher Education Opportunity Act)
☐ Other required materials
☐ Detailed description of how grades are calculated
☐ Student assessment plans (tests, quizzes, homework, papers, participation etc.)
☐ Relationship between assignments, assessments, and learning goals
☐ Grading policies: How will assignments be graded? Will rubrics guide assignment development?
☐ Class management policies: What is expected of the students? (attendance, make up policies, academic honesty, use of electronics, learning management system, clickers, etc.)
☐ Course calendar
Other Information

- Statements of inclusion and non-harassment policies
- Resources available to assist students (study guides, campus centers and resources)
- Provisions for timely feedback
- Recommended readings
- Opportunities for students to provide feedback about their learning experience

Also consider

- Are assignments connected to learning goals and teaching methods?
- How detailed and explicit is your syllabus? Is there room for flexibility?
- Is the syllabus “user friendly?”
- Is the language inclusive and encouraging? Does it invoke excitement for the course and the instructor’s concern for student learning?

Adapted from
Altman & Cashin (1992) Writing a syllabus, IDEA Paper no. 27. Kansas State University

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